

## **ARCHITECT**

### **SUMMARY/PURPOSE:**

Under the general direction and supervision of the Property and Facilities Manager, the Architect will identify space and facility needs and will be responsible for researching, planning, and designing building and construction projects. The Architect will supervise facilities planning services and will act as a project manager to provide technical expertise and guidance on key City projects and will exercise independent judgment and discretion in carrying out professional architectural and operational decisions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):**

1. Provide effective professional level architectural services, expertise, and guidance to City staff and administration.
2. Consult and collaborate with clients and consultants to gather information, perform financial analysis, and develop project plans that adhere to accepted design principals and compliance standards.
3. Prepare bid specifications for consultants/contractors, review bid proposals and participate in the selection of consultants/contractors.
4. Negotiate contract terms with consultants/contractors.
5. Present project information to administrators, City Council, Planning Commission, regulatory agencies and others as necessary.
6. Identify and apply for grant funding and other funding sources for projects; plan, monitor and administer project budgets.
7. Inspect work performed by consultants/contractors for conformance to specifications, and make adjustments as necessary.
8. Review consultant reports, lab analysis results, regulatory guidelines, and other technical material to design or modify projects to effectively meet goals.
9. Perform all associated administrative tasks, including preparation and processing of all required reports and documentation.
10. Coordinate work schedules and approve or reject leave requests.
11. Prioritize, assign, and direct work and projects.
12. Effectively recommend the hire, transfer, assignment, promotion, reward, discipline, suspension, or discharge of assigned personnel.
13. Act as a project manager for key City projects. May serve as project manager for smaller projects as needed.
14. Establish work standards, provide coaching and feedback and conduct employee performance evaluations.
15. Provide for ongoing training of employees in emerging methods, trends, and technologies, and proper and safe work methods and procedures.
16. Monitor work sites to ensure compliance with established methods, guidelines, standards, and procedures.
17. Effectively recommend adjustments or other actions in employee grievances.
18. Delegate authority and responsibilities to others as needed.
19. Disseminate instructions and information to staff through verbal and written communications.
20. Research and keep abreast of current architectural and interior design techniques, materials, trends and funding sources.
21. Participate in the development and monitoring of department/division budgets.

### **JOB REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Education & Experience Requirements:
  - A. Bachelor degree in Architecture or related professional field. AND
  - B. Three years of related professional experience.
2. License Requirements:
  - A. Minnesota Professional Architect licensure.
3. Knowledge Requirements:

- A. In-depth knowledge of architectural and facilities planning and design principles and practices.
  - B. Knowledge of local, state and federal regulation related to construction.
  - C. Knowledge of engineering principles and practices sufficient to plan projects and to read and interpret technical reports.
  - D. Knowledge of research and analysis methods and techniques.
  - E. Knowledge of accepted supervisory and management practices.
  - F. Knowledge of negotiation methods and techniques.
  - G. Knowledge of grant writing and reporting principles and techniques.
  - H. Knowledge of applicable collective bargaining agreements.
  - I. Knowledge of ADA accessibility requirements.
4. Skill Requirements:
- A. Excellent organizational skills.
  - B. Skill in project planning, implementation and evaluation.
  - C. Skill in communicating logically and persuasively before groups and with individuals.
  - D. Skill in preparing clear, concise written reports and correspondence.
  - E. Skill in managing and tracking multiple projects concurrently.
  - F. Skill in working cooperatively with governmental agencies, architects, engineers, consultants, contractors, attorneys, planners, staff and other professionals.
  - G. Skill in the operation of personal computers and associated software, including word processing, database, spreadsheet, AutoCAD, adobe, and project management software.
  - H. Skill in writing grant proposals.
  - I. Skill in negotiating and administering contracts.
5. Abilities Requirement:
- A. Ability to plan and coordinate work of project staff and consultants/contractors.
  - B. Ability to read, interpret, analyze and explain technical data, blueprints, maps, and other complex materials that may involve information with which the individual is unfamiliar.
  - C. Ability to evaluate and analyze operations and procedures.
  - D. Ability to work independently while functioning as a team member.
  - E. Ability to establish and maintain effective working relationships with supervisors, other employees, governmental agencies and the general public.
  - F. Artistic and creative ability.
  - G. Ability to use sound professional judgment and discretion.
  - H. Ability to supervise staff and to effectively manage performance.
  - I. Ability to handle disciplinary and/or grievance issues and concerns.
6. Physical Abilities Requirements:
- A. Ability to make site visits and inspect project status during the construction process.
  - B. Ability to occasionally walk, climb, stoop, kneel or crouch during site inspections.
  - C. Ability to transport, usually by lifting and carrying, materials and equipment weighing up to 25 pounds, such as project files, product samples, and public presentation materials/equipment.
  - D. Ability to exchange information with others both verbally and in writing.
  - E. Ability to operate a computer.
  - F. Ability to prepare, analyze and proofread data.
  - G. Ability to attend work on a regular basis.

Anlst: MS	Job #: 1332	Union: Supervisory	Pay: 1100-1110	CSB: 20130116
CC:20130311	Res: 13-0056R	EEOC: Professional	EEOF: Admin/Finance	WC: 9410